

# TOWN OF WEBSTER

## SELECT BOARD

### MEETING MINUTES MONDAY April 4, 2022

The Select Board held a meeting on Monday, April 4, 2022. The meeting was held at 945 Battle Street, Webster, NH 03303.

**Select Board Members present:** David Hemenway (Chairperson), Normandie Blake, Marlo Herrick.

**Also present:** Town Administrator Dana Hadley, Police Chief Stephen Adams, Fire Chief/Road Agent Emmet Bean, Land Use Coordinator Russell Tatso, Tara Gunnigle, Cheri Lux, Jay Bowe.

Chairperson Hemenway opened the meeting at 6:33pm with the pledge of allegiance. He then took attendance, and all Board members were present.

Chairperson Hemenway moved to the first item on the agenda, Department Head Reports.

Police Chief Adams gave his report first. He went over his remaining budget and the incidents from the previous month. He then updated the Board on the difficulty in procuring the new cruiser. He stated that they would not be able to get the cruiser until November. The Board then discussed with Chief Adams the cost to outfit the new cruiser.

Road Agent Bean began his report by updating the Board on the status of replacing the cement pad at the Safety Building. He had contacted GMI and they were currently working on putting a quote together. He then updated the Board on the road posting. He planned to keep the posting until next week because of the upcoming rain. He then asked the Board if they still wanted him to move forward with the test pits on Dustin Road. The Board agreed they did. Road Agent Bean then asked if he could do test pits on the new site for the Salt Shed. He thought there was potential for getting some of the material needed for the access on site. The Board agreed that he should. Selectwoman Herrick asked when the Board would see the plans for the White Plains Road culvert. Road Agent Bean stated he had a meeting with Michie Corp. to review the plans next week. Administrator Hadley commented that the plans would also have to be sent to NHDES.

Fire Chief Bean went over the incidents from the previous month and upcoming trainings for the Department. Chairperson asked about the new computers and software that had been purchased. Chief Bean stated that the new computer and software were a great help.

Chairperson Hemenway moved to the next item on the agenda, the Fire Chief job description.

Administrator Hadley informed the Board that he had updated the Fire Chief Job description that was discussed at the previous meeting. He wanted the Board and the Fire Chief Bean to review the changes. The Board discussed the changes with the Chief Bean and agreed to adopt the job description.

**MOTION:** Chairperson Hemenway

***To adopt the Fire Chief Job Description***

**SECOND:** Selectwoman Blake

**DAVID HEMENWAY – YES**

**NORMANDIE BLAKE – YES**

**MARLO HERRICK – YES**

**The motion passed 3 to 0.**

Chairperson Hemenway moved to the next item on the agenda, project status update.

Coordinator Tatro stated that he had worked with Tax Collector King to find an appropriate fridge for the Hall. The cost of the new fridge was \$1,099.00 but he was asking for \$1,200.00 just to account for delivery and installation fees. The Board agreed to approve the spending up to \$1,200.00.

**MOTION:** Chairperson Hemenway

*To approved up to \$1,200.00 for the purchase of a new refrigerator.*

**SECOND:** Selectwoman Blake

**DAVID HEMENWAY – YES**

**NORMANDIE BLAKE – YES**

**MARLO HERRICK – YES**

**The motion passed 3 to 0.**

Administrator Hadley wanted to get further directions from the Board regarding the replacement of the Town Office front door. He then reminded the Board that the quote had been for \$8000.00, and he had not been able to find additional vendors willing to bid for the project. He asked the Board if they wanted him to move forward with the project. Chairperson Hemenway thought that if the Town included more doors in the project, it would be more lucrative to potential bidders. He suggested asking the library if they wanted their door replaced as well. He also felt that the vault door should also be replaced with a key fob for additional security. Selectwoman Herrick had concerns over the cost of the fob system and would like to see bids separately. Tara Gunnigle agreed with Selectwoman Herrick and thought the fob system might be more expensive than the door.

Ms. Gunnigle asked about the handicap signs for the Library and Hall entrance. Administrator Hadley let her know that they had been ordered and would be installed soon.

Chairperson Hemenway moved to the next item on the agenda, the Department of Labor inspection.

Administrator Hadley stated that they had received a visit from the Department of Labor. This was because the Town had not been inspected in several years. The inspection went well, but they inspector did have concerns regarding the cables for the recording equipment. He would get the report in approximately 30 to 45 days and Coordinator Tatro was working on a solution for the camera.

Chairperson Hemenway moved to the next time on the agenda, the Grange Hall camera replacement.

Coordinator Tatro informed the Board that he had worked with Computech on a solution for the camera situation. The current ceiling camera was incompatible with the new streaming equipment. He had asked Computech to get quotes on the replacing the ceiling camera. He would have the quote ready by the next Board meeting.

Chairperson Hemenway moved to the next appointment on the agenda, the Annual Re-appointment of the Building Inspector.

Coordinator Tatro explained that per the Zoning Ordinance the Inspector's term was one year and he needed to be re-appointed. The Board agreed to re-appoint Tom Baye as the Town's Building Inspector.

**MOTION:** Chairperson Hemenway

*To appoint Tom Baye as the Town's Building Inspector.*

**SECOND:** Selectwoman Blake

**DAVID HEMENWAY – YES**

**NORMANDIE BLAKE – YES**

**MARLO HERRICK – YES**



1 **MOTION:** Chairperson Hemenway  
2 *To seal Non-Public Session 1 minutes from 4/4.*

3 **SECOND:** Selectwoman Blake  
4 **DAVID HEMENWAY – YES**  
5 **NORMANDIE BLAKE – YES**  
6 **MARLO HERRICK – YES**

7 **The motion passed 3 to 0.**

8  
9 **MOTION:** Chairperson Hemenway  
10 *To enter Non-Public Session Under RSA91-A:3c regarding reputation.*

11 **SECOND:** Selectwoman Blake  
12 **DAVID HEMENWAY – YES**  
13 **NORMANDIE BLAKE – YES**  
14 **MARLO HERRICK – YES**

15 **The motion passed 3 to 0.**

16  
17 The Board exited non-public session 9:48pm.

18  
19 **MOTION:** Chairperson Hemenway  
20 *To close the meeting at 9:48pm*

21 **SECOND:** Selectwoman Blake  
22 **DAVID HEMENWAY – YES**  
23 **NORMANDIE BLAKE – YES**  
24 **MARLO HERRICK – YES**

25 **The motion passed 3 to 0.**

26  
27 *Minutes taken by Russell Tatro.*